



Executive Director Position Announcement

The Arc Community Advocates is a leader in advocating for and serving the needs of individuals with intellectual and developmental disabilities throughout Kalamazoo County. The Arc Community Advocates is conducting a search for a skilled community leader with vision and passion to fill the position of Executive Director. The candidate for this position will have proven resource and fundraising development skills and demonstrated ability to cultivate relationships within the organization and community. Additionally, candidates must have held a senior administrative role in small not-for-profit organization, hold a Bachelor's Degree, demonstrate experience with budget development and oversight, and positively represent the organization to individuals with intellectual and developmental disabilities, members, community organizations and other potential partners. The Executive Director reports to a volunteer Board of Directors. Position description available at <http://www.communityadvocates.org>. Benefits include health and dental insurance, Paid Time Off, 403(b) and flexible spending account. Competitive salary. To apply, forward resume and cover letter to Recruiting@communityadvocates.org, place "Executive Director-Your Name" in the subject line.



POSITION: Executive Director

LOCATION: The Arc Community Advocates
Kalamazoo, MI

SALARY: Competitive - dependent upon the level of knowledge, skills and experience qualifications

The Executive Director is the key management leader of The Arc Community Advocates in Kalamazoo, MI. The Arc Community Advocates is a leader in advocating for and serving the needs of individuals with intellectual and developmental disabilities throughout Kalamazoo County and is part of the very strong Arc Michigan family of 30 chapters. The Executive Director leads the organization in defining and implementing the long term strategic and operational goals and plans. S/he will work with the Board and staff as a leader, mentor and resource to accomplish these goals. The position reports directly to the Board of Directors. The areas of focus are:

Community Engagement/Partnerships:

- Serve as the public face and voice of the organization. Engage with all of the community partners whose work aligns with and complements our own. Participate actively with public and private agencies, serving as a leading voice in the advocacy movement. Develop strategic partnerships to support and advance the mission of the organization.

Resource Development:

- Engage and work with the Community, Board and Staff to diversify the predominantly private sector grant funding and contract income to include income generating entrepreneurial efforts as well as more private philanthropic support.

Strategic Planning:

- Update the strategic vision, mission, direction, and plan for the future in coordination with the Board.
- Develop and recommend plans for future expansion or modifications of programs and services of the organization.
- Organize and manage staff and agency resources to optimize effectiveness in a challenging era of limited resources and rapid societal and governmental change.

Leadership:

- Engage with clients, staff, Board, members and external partners fully to understand the full scope and scale of the people served, programs provided, operations, finances, organizational structure, resource development and external relationships to manage and direct the day-to-day activities of the agency.
- The Executive Director acts to improve the general welfare of all persons with disabilities supported by The Arc Community Advocates, wherever they are, regardless of age, or the extent of their disabilities. The Executive Director will represent the agency as its chief executive officer in all dealings with other organizations, individuals and general public.

Operations:

- Direct, supervise and mentor all staff, ensuring that all goals and objectives are clearly defined, well managed and that accountability for anticipated results occurs.
- Develop metrics and systems to track and support the realization of the operational goals. Ensure that on-going and evolving programs serving our clients and our community meet the highest standards of excellence including the on-going evaluation of those programs. Ensure that the internal support activities - finance, admin/operations, human resources, etc. provide outstanding service to ensure the successful attainment of our mission.
- Plan and supervise the preparation of the annual budget, implement Board approved budget.

Board Relationships:

- Develop, maintain and support a strong, engaged, and committed Board. Support all Board committees providing necessary background information and communication for all committees. Actively work with and support Board activities in their governance and in their resource development responsibilities.
- Assist the Board in the development of organizational policies to include providing information to the Board and bringing to their attention matters requiring policy clarification or revision.

Professional Qualifications:

- Bachelor's Degree required with graduate level work in related fields preferred.
- A strong and readily apparent affinity for the people with Intellectual and Developmental Disabilities served by the agency.
- Ability to establish sound working relationships and cooperative arrangements and partnerships with government agencies, other service agencies, and community groups required.
- Proven track record (minimum of 5 years combined senior level or executive experience) of successfully leading or being a senior level manager in a not for profit organization.

Professional Qualifications (continued):

- Strong financial management skills, program development, and excellent positive/effective management skills.
- Experience in developing budgets and the ability to operate within those financial expectations
- Ability to apply financial considerations to longer term strategic planning.
- Experience and/or expertise in operations management and human resource management are also preferred.
- Experience working with Boards of not for profit organizations and able to develop a strong relationship with the Board of Directors.
- Experience representing organizations and their clients in the public eye.
- Excellent written communication and public speaking skills.
- Must work flexible hours and days including evenings and weekends as required.
- Must have a valid driver's license and pass a background check.

Benefits include (medical, dental insurance, Paid Time Off (PTO), paid holidays, 403(b), and flexible spending account.) Community Advocates is an Equal Opportunity Employer.

Please send a resume and cover letter to recruiting@communityadvocates.org in PDF or Word format and write Executive Director Search and your name in the subject line (example: Executive Director Search - Jane Doe). Position will remain open until filled.